

Step By Step Instructions

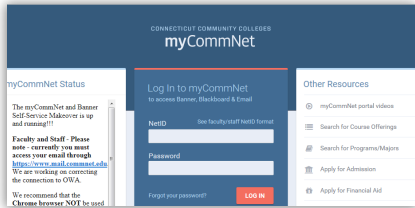
How to Activate Your Student Email Account

1 Visit www.Housatonic.edu and select the “myCommNet” icon on the left-side navigation bar

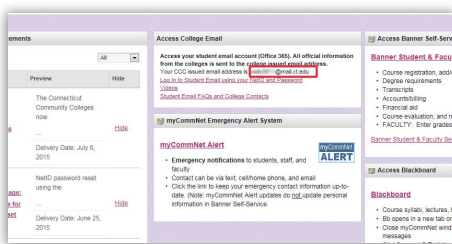
2 Log into myCommNet using your NetID and password

Ex. Student NetID: 12345678@student.commnnet.edu

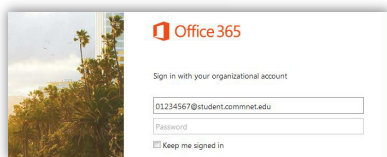
3 Then select the “student” tab



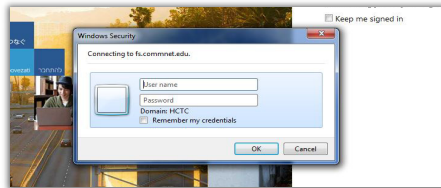
4 In the Access College Email section, select the link “Log in to Student Email using your NetID and Password”



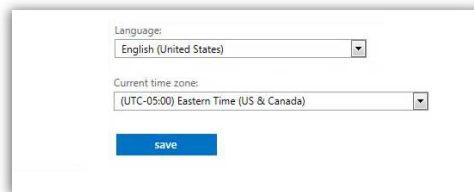
5 You will be directed to the Microsoft Office 365 student email page. Enter your NetID in the “User ID” field.



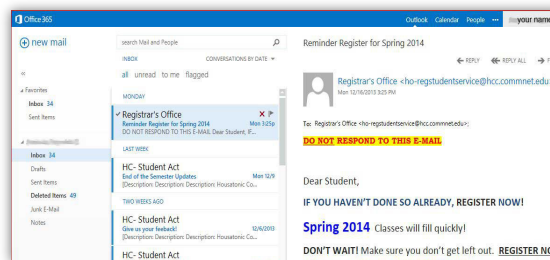
6 A pop up window will appear, enter your NetID and password, then click “OK”.



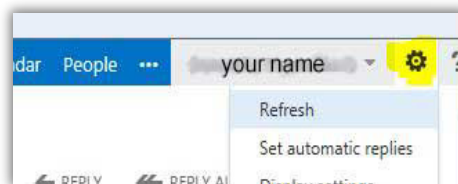
7 First time user will be prompted to set the language and time zone to English and US Eastern Time. After completing those steps you will be taken to your inbox.



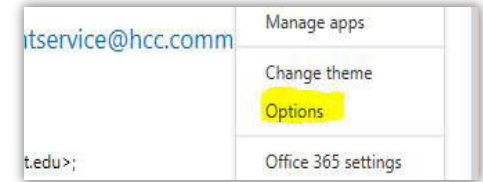
8 This is what your inbox should look like.



9 If you would like to forward these emails to your personal account, click the wheel icon in the top right corner of your window.

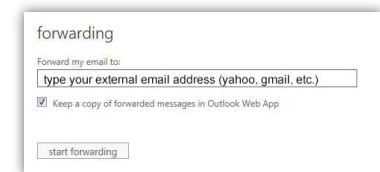


10 Then select, “Options”.



11 On the next screen, click “Forward your e-mail.”

12 In the “Forward my e-mail to:” field, type in the email address that you want your Microsoft Office 365 email forwarded to. If you want to keep a copy of the forwarded email in your student email account, check the “keep a copy” box.



13 Lastly, select “Start Forwarding” and then click “Save.” Your email will now start forwarding.

Please note: emails received prior to forwarding must be individually selected and forwarded.

This is very important! Once you are ready to sign out of your account, click “log out” in the top right corner of the screen, YOU MUST ALSO CLOSE THE BROWSER WINDOW, in order to log out completely.

Welcome to your new student email account

What is my Microsoft Office 365 student email login user ID and password?

You log into Microsoft Office 365 with your NetID and password.

What if I forgot my username or password for myCommNet?

You can look up your NetID here:
<https://bor.ct.edu/netid/lookupnetid.asp>

If you forgot your password, you can reset it here:
<https://bor.ct.edu//netid/pswdmenu.asp>

If you are still having problems with your NetID or password please see the back panel for support staff.

What is my new email address?

Your student email address is **NOT** your NetID. Your new email address will end in "@mail.ct.edu." (See steps 1 through 3 to find out your email address.)

Can I forward my student email account to my personal email?

YES! You can forward your student email account to another email account that you check regularly. It is your responsibility to ensure that you are receiving your student emails. (Please see steps 8-12 for instructions to forward your emails)

Where can I go for more assistance?

For more detailed information and a video tutorial, visit www.Housatonic.edu/365. For one-on-one support please visit the following computer labs:

For Frequently Asked Questions regarding Student Email or Office 365, please visit <https://websupport.ct.edu> then hover over the "FAQs" link in the upper right corner and click on "Student Email | Office 365"



For more detailed information
and a video tutorial visit:

www.Housatonic.edu/365

For One-on-One Support
Visit an IT Tech:

Jesse McAllister
(203) 332-5092, LH-A223



900 Lafayette Boulevard, Bridgeport, CT 06604
www.Housatonic.edu

revised January 6, 2014



Activate your
HCC student
email account

